

STAFF SERVICES MANAGER II
PERMANENT/FULL-TIME
\$5,576.00 - \$6,727.00
FINAL FILING DATE: Until Filled

POSITION LOCATION:

This position will be located within the State and Consumer Services Agency located at 915 Capitol Mall, Sacramento, California.

POSITION SUMMARY:

Under the general direction of the Undersecretary, the SSMII will be responsible for the following essential functions:

- Oversee and approve all of the agency's internal fiscal operations, business services, personnel, facilities, and accounting processes, and ensures compliance with all state and federal laws and requirements.
- Plan, set priorities and serve as the team manager in administrative matters.
- Serve as resource and guide to agency departments on complex matters, budget, policy and procedural issues.
- Represent the agency and departments on personnel, fiscal, policy, technology, and other administrative issues.
- Coordinate and oversee all aspects of personnel, fair employment, and recruiting.
- Encourage team building, facilitates cross training and promote continuous improvement.
- Advise and provide consultation to the Agency Secretary and senior management on a range of highly sensitive and complex fiscal, policy, and administrative matters.

DESIRABLE QUALIFICATIONS:

- Applicant must have proven leadership and management experience and be a visionary focusing on innovative and creative approaches to assist the organization with new ways of addressing and effectively resolving complex and sensitive governmental, supervisory and/or managerial problems.
- Experience overseeing a statewide program with a broad and diverse customer base.
- Experience formulating procedures, policies and program alternatives.
- The incumbent should possess strong written, analytical, communication, administrative, strong interpersonal skills and be able handle multiple priorities and work well under pressure.

WHO MAY APPLY:

State employees currently at the Staff Services Manager II level or are eligible for appointment (*by way of transfer, list eligibility, or reinstatement*) to this classification. **In addition to their State application, candidates must submit a current resume and cover letter explaining their eligibility and their interest in this position. Applications will be screened and only the most qualified will be interviewed.**

SUBMIT APPLICATION TO:

Victims Compensation and Government Claims Board
Attn: Liz Keller/Human Resources Section
P.O. Box 48
Sacramento, CA 95812-0048
(916) 491-3805
Lizette.keller@vcgcb.ca.gov